

Completing Third Quarter Accounting in NC ALLIES

General Information

1. The information on your 3rd Quarter Accounting reflects information through the end of February. This includes disbursements and any approved budget changes.
2. In NC ALLIES, the design is very **similar to the form used in past years**, but in a data entry format, with features similar to the program agreement. Specifically,
 - a. **Math functions** that commonly cause problems are automated, which should reduce errors (rounding actual spent entries to whole dollars, and calculating percentages of budget)
 - b. **Blue information bubbles** will prompt you to correct entries or give important info (like “You’ll need to do a revision”; “Explain why you need the remaining funds”)
 - c. **Entry Errors and/or omissions** that will prevent successful submission will show up boxed in **red** with an explanation of the problem at the top of the page.
3. Agency will complete and submit the form in NC ALLIES, then print the form & secure **local signatures** and submit form with original signatures to Area Office **by the deadline: March 26th**. *Submit by the established due date to avoid a delay with the April disbursement, and future disbursements, until the form is submitted.*

Basic Steps and Important Reminders

1. During the 8th month of the Fiscal Year, a 3rd Quarter Accounting tab will appear in the Component Information page of NC ALLIES.
2. Click the “Create” button.
3. Proceed through the “form” entering fiscal data as requested.
 - a. You may enter actual expenditures including cents (i.e., \$1299.43) and the system will calculate the percentage.
 - b. You must enter 0 in any expense category where you have no expenditures through Feb.
 - c. If you have spent less than 67% of your budget so far and you are requesting all remaining funds, you must provide a justification explaining why you need the remainder of the funds.
 - d. If you have overspent in any expense category, you must complete a Program Agreement Revision. Please note that if you have underspent in one or more categories, you may need to complete a Program Agreement Revision to adjust your projected line item expenses. This can help you avoid a payback of funds at Final Accounting
4. When finished, click to SAVE.
5. Then, click on Print/Preview (form will be a “draft” until submitted in NC ALLIES)
6. Area Consultants and Processing Assistants are able to review and return 3QA in NC ALLIES, as necessary for corrections. If change is necessary, you will receive an email.
7. Print form and obtain local signatures. **Reminder:** The 3rd Quarter Accounting form is not complete and final until the signed original is received in your Area Office.
8. Do not alter the form after submitting in NC ALLIES. If changes are necessary, contact Area Office so we can release the form back to you in NC ALLIES for changes to be made on line. **Reminder:** We will not accept forms with whiteout or strikethroughs. Forms will be returned to you to complete again if you make alterations.
9. Mail or deliver signed original unaltered form to the Area Office by **March 26th**.